

CITY OF CEDARTOWN

IN RE: EMPLOYMENT APPLICATION PROCESS

INFORMATION RELEASE AUTHORIZATION

The undersigned party, does hereby authorize the City of Cedartown to receive the following information concerning my application of employment with the City:

1. Any criminal history record information pertaining to me which may be in the files of any federal, state or local criminal justice agency;
2. A background credit information inquiry, including the furnishing of a general credit report to the City of Cedartown;
3. The checking of any and all references or background information furnished by me on this application, including the right to discuss matters pertaining to my employment, general background and similar matters contained in my application of employment for the City.

I understand that this authorization expires ninety (90) days from the date thereof. Further, in the event I am one of the finalist selected for a position of employment and there is a freedom of information request obtained by the City of Cedartown, I understand that upon notification to me, pursuant to the provisions of the Open Records Act, I may either decline further consolidation for employment with the City of Cedartown or my name and background information will be submitted as a finalist for the position to which I am applying with the City.

The relevant information for all inquiries needed concerning my employment application is as follows:

FULL NAME (PRINT) _____
LAST FIRST MIDDLE

SOCIAL SECURITY # _____ RACE: _____

DATE OF BIRTH: _____ SEX: _____

PRESENT ADDRESS: _____

I, _____, hereby release any information/criminal history to Lisa Barker, City of Cedartown Human Resources.

SIGNATURE / DATE

LISA BARKER, HUMAN RESOURCES

DO NOT WRITE BELOW / LAW ENFORCEMENT USE ONLY

_____ NO CRIMINAL HISTORY

_____ CRIMINAL RECORD HISTORY ATTACHED

_____ DATE

LAW ENFORCEMENT AGENCY

NCIC OPERATOR